

MILFORD CITY COUNCIL
MINUTES OF MEETING
October 10, 2016

A Meeting of the City of Milford Community Affairs Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, October 10, 2016.

PRESIDING: Chairwoman Lisa Ingram Peel

IN ATTENDANCE: Committee Members:
Councilmembers James Burk and James Starling Sr.

Mayor Bryan Shupe

City Manager Eric Norenberg and City Clerk Terri Hudson

Chairmember Peel called the Committee Meeting to order at 5:34 p.m.

Planning and Economic Activities Coordinator Rob Pierce was also present.

Request for Code Waiver (Joseph Phillips & Jan Broulik):

*City of Milford Code Chapter 79 - Animals
Article III-Prohibited Animals*

*Zoning Code Amendment/Addition -
One-Family Residential Zone (R-20, R-15, R-10, R-8 and R-7)*

Councilwoman Peel asked for an update on the request to permit chickens within City limits.

Planning Director Pierce reported that the City Clerk and Deputy City Clerk assisted with obtaining information from the various municipalities throughout the state. Responses were received from approximately 24 towns and counties. Of them, Kent County, Sussex County, Milton, Wyoming, Dover and Newark allow chickens to some extent within their jurisdictions.

He reported that Dover and Newark have limits on the number allowed, acreage and setbacks. Both Kent County and Milton allow them as conditional uses.

Mr. Pierce will continue to use the City of Dover ordinance that was referenced by the property owners who asked that this be considered. As a result, an amendment to the R1 and R2 zoning categories, which would allow chickens as a conditional use, was drafted. He explained that a public hearing would then be required so that the Planning Commission and City Council could ensure that all area requirements would be met. It would also allow the public an opportunity to object if they feel it will adversely impact their property.

The proposed language would read as follows:

- (13) Keeping of Chickens for individual domestic purposes subject to the following restrictions:
- (a) Keeping of chickens shall be an accessory use and not permitted on lots smaller than 10,890 square feet in lot area.
 - (b) No more than five (5) chickens shall be permitted on a residential lot.
 - (c) Chickens shall be registered with the Delaware Department of Agriculture.
 - (d) Chickens shall be penned in a coop that shall be at least four (4) square feet per chicken.
 - (e) All chicken coups shall be located in a rear yard and shall be a minimum of 20 feet from side and rear property lines.
 - (f) Any odor associated with the chickens shall not be discernable from property lines.
 - (g) Keeping of roosters shall be prohibited.

(h) Any lot with chickens shall either comply with these requirements by _____ (date), or remove the chickens.

Mr. Pierce reported that he met with Chief Brown and City Manager Norenberg to discuss the Animal Ordinance and agree that no changes are needed to the Animal Ordinance because the following section states:

“No person shall keep or slaughter any swine, cow, bull, sheep, goat, goose, duck, hen, rooster, turkey or like animal or other farm animal within the City of Milford unless in conformity with Chapter 230, Zoning, and properly licensed and inspected by the appropriate state agencies.”

He feels adding this conditional use to Chapter 230 conforms and can be managed with any conditions and restrictions imposed.

Mr. Norenberg stated that some additional Animal Code updates are needed, including the reference to the new State Animal Agency. However, that will need to be run through the Police Committee initially.

Chairmember Peel then confirmed that whenever someone is interested, they will have to come before the Planning Commission and City Council through the conditional use application process. Mr. Pierce explained the other option is to allow it as a permitted accessory use as long as the requirements in the code are met. In such case, City staff would allow it.

Chairwoman Peel prefers having it go through the public hearing/conditional use process versus City staff being permitted to grant the approval. Mr. Pierce pointed out that any neighbors within 200 feet of the property would then be notified and have a right to voice their opinion.

Chairwoman Peel then referenced the quarter-acre lot and recalled the Committee recommended a larger lot size. Councilmember Burk agreed adding that he was reviewing the minutes and confirmed the minimum lot size recommended was one acre. Mr. Pierce said if that is what the Committee prefers, he will make that change.

Councilmember Burk stated he also has concerns with the 20-foot setback from the property lines. He feels that is much too close for the coop. He prefers following Kent County's regulation which requires 50 feet.

Councilmember Burk reemphasized his concerns of mirroring the City of Dover's ordinance which is very new and not well tested according to their code official. The Kent County's ordinance has been in effect much longer.

Chairwoman Peel agrees the consensus of the Committee was that a minimum of one acre was required.

Councilmember Burk then asked if fences should be considered to prevent the animal from leaving the yard. The Planning Coordinator said they should be in the coup and assumes that would be a fenced-in area. Councilmembers Peel and Burk both pointed out that language is not included and needs to be added. Mr. Pierce pointed out the language states they shall be penned within the coup.

Mayor Shupe asked if there is any language Mr. Pierce has seen related to a community use such as a farmer's market and bed and breakfast and not only for domestic purposes. Chairwoman Peel believes most people want chickens solely for their fresh eggs.

When asked about the slaughtering language, Mr. Pierce noted that agricultural uses are permitted in the City. He referenced a few farms on the outskirts of City limits which is the basis for the exemption to the conformity with the zoning code.

Councilmember Burk also confirmed the Committee previously agreed to five chickens per acre and believes the property owner who had asked this be permitted had initially requested sixteen chickens. Because they had three acres, this would

fall short of their request.

Chairwoman Peel asked if it would be more appropriate to separate the language 'keep' and 'slaughter'. Councilman Burk asked the property owner who made the request to comment. Mr. Pierce suggested adding a separate provision though the City has no ability to determine if they are slaughtered because typically that would be done out of sight.

Councilman Burk is concerned about opening the gates to allow people to have all types of farm animals that are raised for slaughtering.

Chairwoman Peel then stated she is satisfied with the five chickens per acre, increasing the setback to 50 feet and requiring a one acre minimum but is concerned that once a conditional use is granted, the ability to slaughter still exists.

City Manager Norenberg said he will check with the solicitor to determine if keeping them means they will only die of natural causes.

Councilmember Burk asked if there is a provision in any of the municipal ordinances that allow the City to revoke the conditional use if a potential health risk occurs; Mr. Norenberg feels that falls under the State's jurisdiction. Councilman Burk asked if the Department of Agriculture really does anything with residential chickens. The planner reiterated that registration through that agency is required though Councilman Burk questions the enforcement when it comes to residential uses and whether they would come into our City limits to enforce this.

Chairwoman Peel also questioned enforcement; Mr. Pierce believes that unsanitary pens could fall under the general property maintenance code. Councilman Burk pointed out that the International Property Maintenance Code does not cover livestock and is concerned with some diseases in addition to unsanitary pens that could create a health hazard. He recalled a couple years ago, barriers were placed on chicken farms and people could not go beyond such barriers.

Councilmember Burk asked if the City Manager was familiar with the registration process was for the Department of Agriculture. Mr. Pierce believes there was a form that had to be completed though he is unsure of the actual process. Councilmember Burk suggests relying and contacting the Department of Agriculture should we encounter a problem.

Mr. Pierce confirmed that he will change the ordinance to one acre and add the 50-foot setback. That amended ordinance will then be forwarded to the Planning Commission for their review. He asked the Committee to confirm Mr. Phillips is able to meet the 50-foot setback.

Mr. Joseph Phillips of 2 Causey Avenue then addressed the Committee stating that they have 3.14 acres and are requesting twelve chickens to provide fresh eggs for their Bed and Breakfast. He questioned the 50-foot setback for the coop and stated that he is unsure that can be accomplished though they will try. He said their property is somewhat hour-glassed shaped and narrows in the front yard though very large in the rear.

The Chair then asked the size setback Mr. Phillips was able to meet; he indicated he was unsure and had not thought about it. He noted there are several easements on his property one being an access road/drive to Church Street and Maple Avenue. The easement off Church is also used as an entrance to other properties in the area. He asked if it would be measured from that boundary line and referenced other obstacles on the property that could have an impact.

When asked where the line would start, Mr. Pierce confirmed it would start 20 feet from the property line; Mr. Phillips asked for clarification and whether 20 or 50 feet was being considered. Mr. Pierce stated that if 50 feet was a problem, it could be reduced to 20 feet.

Councilmember Burk said he will consider 20 feet though the quarter acre is too small and inappropriate in his opinion.

Mr. Phillips confirmed they are asking for twelve chickens to be approved.

Councilmember Burk noted there has already been some push back from other council members; Mr. Phillips pointed out there are already people in town that raise them. Councilwoman Peel and Councilman Burk agreed adding that it comes back to code enforcement.

Chairwoman Peel said if this is approved and chickens are permitted through the conditional use process, she is curious if the City can provide a similar situation to the tax forgiveness program for any resident who is currently raising chickens,

Arriving a few minutes earlier, Councilmember Starling said that though he has thought about it, he is concerned how this is going to impact neighboring properties. He believes that someone else is going to come up with another request. He emphasized the length of time the ordinance has been in effect and the reasons behind it. If someone is violating it, then it needs to be addressed. Regardless, he believes this will cause the City some problems.

Chairwomanmember Peel provided a synopsis of the discussion noting that a conditional use would be required before chickens are allowed. Any person requesting this would be required to come before the Planning Commission and City Council to obtain authorization.

Mr. Pierce added the minimum lot size would be one acre which reduces the number of properties where this would be possible.

Chairwoman Peel agrees the one acre will work though she is unsure about the setback. Councilman Burk said we can start with a 20-foot setback and can always later amend it if needed. His big concern is that the City of Dover has not allowed this long enough to provide Milford any feedback. As a result, we are unaware of what type problems we may encounter as Councilman Starling alluded to.

Mr. Phillips understands the setback is for the benefit of the neighbors, but his property is completely surrounded by driveways and shrubbery which makes it secluded.

Councilman Burk pointed out that with a conditional use, they can add whatever restrictions are needed. If the lot is a one acre minimum, allowing five chickens per acre is reasonable in his opinion.

Chairwoman Peel asked if Mr. Phillips can work with four chickens per acre; Mr. Phillips said that four chickens per acre would suit their needs.

Chairwoman Peel then verified the following amendment will be presented for consideration:

- (13) Keeping of Chickens for individual domestic purposes subject to the following restrictions:
- (a) Keeping of chickens shall be an accessory use and not permitted on lots smaller than one acre.
 - (b) No more than four (4) chickens shall be permitted per residential acre.
 - (c) Chickens shall be registered with the Delaware Department of Agriculture.
 - (d) Chickens shall be penned in a coop that shall be at least four (4) square feet per chicken.
 - (e) All chicken coups shall be located in a rear yard and shall be a minimum of 20 feet from side and rear property lines.
 - (f) Any odor associated with the chickens shall not be discernable from property lines.
 - (g) Keeping of roosters shall be prohibited.
 - (h) Any lot with chickens shall either comply with these requirements by _____ (date), or remove the chickens.

Councilman Starling asked how we will respond when another resident requests a different type animal and recalls during the 60's and early 70's when horses, pigs and chickens could be found on residential lots. The ordinance prohibiting farm animals was instituted because of the problems the City was experiencing.

The planner confirmed that other animals are still prohibited and any new requests would require a new code revision. He

feels that a cap on the number of chickens is needed and recommends twelve. The Committee agreed.

When asked about enforcement, City Manager Norenberg confirmed that the code department would enforce it from a zoning aspect. However, once the chickens are loose and off the property, then it becomes a public right-of-way issue which fall under the jurisdiction of the police department as was discussed with Chief Brown.

Chairwoman Peel then opened the floor for public comment. No one responded.

It was then noted that because this is a zoning code amendment, public hearings will be held before the Planning Commission and City Council prior to its adoption.

Community Engagement Process/City Business License

City Manager Norenberg recalled previous conversations regarding a City Business License that would be effective January 1st. This will allow some lead time to get the ordinance adopted and provide proper notification. During a recent meeting with the Chamber of Commerce Board, he and Planning and Economic Development Coordinator Rob Pierce presented a number of pending code updates which included the potential for a business license.

Though there was a fair amount of discussion at the time, it was agreed the next step would be to provide the information to the business community through either a workshop or he and Mr. Pierce could host a public meeting where business owners would learn about the permit process. As a result, he is presenting this to the Committee for feedback on the proper venue and whether the Community Affairs Committee or City Council should host it or have something organized by City staff.

When asked for comments, Councilman Burk wants to make sure all the players are invited including the Chamber, DMI, Downtown Merchants Association and any similar group that may represent Milford businesses.

Mayor Shupe recommends that we provide a public notification due to the number of businesses that have no affiliation with any of those groups.

Mr. Norenberg added that we would use the media and social media, in addition to requesting the Chamber and DMI send blast emails to their membership. This evening, he is only asking what type venue the Committee feels would be appropriate.

Chairwoman Peel asked if the attendees would be able to provide comment and input at the workshop; Mr. Norenberg said one option is a public hearing process that would begin with City Planning Coordinator Piece making a presentation to explain the entire process. Public comments would then follow.

Another option would be an open house where people could drop in at their convenience between a certain time frame. Attendees would meet with City staff under that scenario.

Chairwoman Peels likes the idea of the workshop, similar to what was done with the Workforce Development Commission, where there was a 20-minute presentation and everyone was on common ground. She likes that one idea played off another with people providing input while listening to other opinions.

Councilman Burk agrees that it is important that everyone hear all comments. If this were done at a workshop prior to a Council meeting, most of the downtown businesses would be closed and the owners could attend. Chairwoman Peel agreed noting that it is very valuable to have the elected officials present.

Councilman Burk also prefers having minutes to refer back to as needed.

Mayor Shupe said that coming from a business standpoint, the first thing a business is going to ask is how having a business license will benefit their business. Having that dialog will allow for the exchange and a clearer understanding. He believes

there may be things the business community has thought of that can also be implemented.

Councilman Burk noted there are a number of Milford businesses whose owners have properties in other towns and are familiar with the business license process. In those cases, they may have something new to bring to the table.

It was agreed the workshop would be held on Monday, November 14th at 5:30 p.m. The item can then be added to the November 28th agenda for introduction and consideration by City Council on December 12th. He does not want the public to get the impression we are rushing the matter and wants to allow plenty of time for feedback.

Chairwoman Peel confirmed that invitations will be sent out to the appropriate groups to ensure proper notification of all interested parties.

Chapter 180 Residential Rental Operating Licenses/James O'Neill

City Manager Norenberg reported that Mr. O'Neill met with him to describe a situation that is impacting him and his family in regard to a rental property. His request and suggestion seemed reasonable and in discussing it with the City Planner they felt it was appropriate to have the Community Affairs Committee review and decide what steps needed to be taken.

Mr. O'Neill introduced himself stating that he lives at 14 Princeton Road in Shawnee Acres which is not within the City limits. However, he just moved and still owns the property at 612 Lakelawn Drive where he lived for many years. Since his move, he has become involved with some of the items relating to Chapter 180 Residential Rental Operating Licenses.

In reviewing the chapter, he found that some of the language was unclear and that a number of the definitions were counter to the intent the chapter was written and originally developed. In particular, the landlord definition that states 'a person and/or an authorized representative, heir, successor or assignee of a person who leases or otherwise permits another person to occupy a rental unit for money or other consideration'.

Mr. O'Neill also questioned the rental definition that states 'any house, building, structure or portion thereof, which is occupied, rented or leased as the home or residence of one or more persons. Rental unit does not include motel, hotel or bed-and-breakfast rooms where paying guests' stay on a temporary basis. Rental unit also does not include rehabilitation or mental health group homes where residents may pay rent but the home is managed and owned by nonprofit entities for the benefit of the renters' special needs.'

The tenant is defined as 'a person who occupies a rental unit for which said person pays money or gives other consideration'.

Mr. O'Neill pointed out the way it is written conceivably means that a husband or a wife that has the property in only one of their name(s), who has a spouse that resides there and buys the groceries every week, or is given either money or some other consideration, makes the home a rental.

He feels that is not the intent of the ordinance; taking it another step, is where the owner is there with a domestic partner. Mr. O'Neill does not feel that is the intent either though when it was written, that may not have been an issue.

Another example is a parent and an underage child who does the dishes every night could be interpreted as 'other consideration' making it seem as though it is rented to the child.

A child who is supposed to cut the grass and shovel the snow, or any similar chore, could be considered 'other considerations' though he does not believe that is the intent of the ordinance.

Another common scenario is a child who comes back from college and is living at the parent's house or a parent who is living in a child's home and maintaining it can also be 'other considerations'.

Mr. O'Neill asked if that if the City's intent is that when the child moves back in the house, it becomes a rental unit. The

way it is currently written could easily be interpreted in that manner.

In his situation, he and his wife moved to another home though his adult child still lives in the home. He asked if the City views him as really renting the house from him and believes this needs to be clarified.

After he met with Mr. Norenberg, Mr. O'Neill went ahead and applied and paid for his rental license and is not arguing that. He is looking at the idea of where the line should be drawn and reiterated the many possible scenarios where the line could be drawn.

Mr. O'Neill feels the overall rules that are there are fairly reasonable in addition to the \$50 fee. He simply feels that clarification is needed and suggests the ordinance have an additional exemption for an immediate family member(s) or domestic partners.

Councilmember Burk asked if an inspection was done on the property; Mr. O'Neill said he left that possibility open but no one asked to do that. He was hoping that would not be necessary though he is not worried about any problems with the property but does not particularly care for the intrusion on his children.

Councilmember Burk was only curious about the process and the only reason he asked. Mr. O'Neill said he filled out the form and received a letter from the City saying he was in compliance and thought the process was very simple.

City Planner Pierce then explained that he sent some proposed language to the City Manager shortly after it was brought to the City's attention by Mr. O'Neill.

He referred to the following additional exceptions:

§ 180-4. - Rental operating license required; exceptions.

A. No landlord shall operate a rental unit in the City unless an application has been filed and a current rental operating license has been issued for the specified rental unit for the current year.

B. Exceptions.

(1) No rental license shall be required where the owner occupies the dwelling unit.

(2) No fee shall be charged if the occupant provides written verification that they are directly related to the owner.

He feels this would clear up any conflict presented by Mr. O'Neill adding that these two exceptions are directly out of another municipality's code.

Mr. Pierce said he was informed that since the inception of the ordinance, the City has charged for rental licenses regardless of the relationship to the owner. We have been consistent with the policy and have explained to some property owners who have had similar situations and were required to register.

When asked who gets an inspection, Mr. Pierce explained they are being done on demand at the current time. For example, if the neighbor calls with a complaint and there seems to be excessive issues or overcrowding, an inspection is then scheduled. Once an additional code official is hired after January, the goal is to do at least 800 a year.

Councilmember Burk verified that at that point, every application would receive an inspection. Mr. Pierce reported the City has 1,600 units and we are trying to break it down so that the multi-family units who have registered with property managers are spot checked. He is hoping the City can pair up with the state's inspections such as HUD. However, at least one inspection would be done every year on multi-family units with four units or less.

Councilmember Burk asked if all the new rentals will be inspected after the additional staff member is hired. Mr. Pierce said

inspections will be scheduled throughout the year. For example on two days, seven inspections are being planned which will cover approximately 800 inspections. Re-inspections would be assigned the other two days and on-call inspections assigned to Fridays.

For example, when a tenant comes into setup utility services, the code official could do the inspection between tenants which seems to be an appropriate time. In that manner if violations are found, there would be no intent to evict tenants or move people out until the conditions are remedied.

The goal is for a once-a-year inspections; doing this in between tenants would allow for that.

Councilmember Starling asked how much time would be allowed before the landlord has to repair or correct an issue after it is discovered; Mr. Pierce said that depends on the type of violation though there typically is an allowance of five days to ten days based on the type of violation.

The rental license or annual renewal letter explains the time frame so that landlords are familiar with the process.

Councilman Burk explained that other municipalities provide a check sheet with the various violations and time frames. Mr. Pierce noted that is also being developed.

It was confirmed that a life/health issue would require a condemnation.

Chairwoman Peel feels there are many people renting to family members whom she believes would like to be protected under the rental rules. In Mr. Pierce's opinion, they should still be registered as a rental though the City may want to consider waiving the fee.

Chairwoman Peel then asked if they are required to submit some type of proof of their relation before the fee is waived; Councilman Burk also asked to what extent we consider family and whether it should only apply to immediate family. Mr. Pierce agrees a definition is needed for relatives.

Councilman Burk pointed out that when you get into housing codes, you need to be very careful when defining family; Mr. Pierce agrees.

Councilman Burk noted that definitions of single family homes are being changed in many municipal codes. References to people who were previously defined as blood related or married are being changed to groups of people that cohabitate as a single housing single unit or something similar, thereby removing the single family language in its entirety.

Chairwoman Peel pointed out that families are no longer nuclear families. Councilman Burk agreed adding that it has been thrown out of court in many cases as a result.

When asked for additional comments from Mr. O'Neill, he questioned room rentals when the owner lives at the residence. For example, there was a home in his previous neighborhood that had up to three lodgers living in the house at one time without a rental license. He encourages the City to address those situations as well.

Chairwoman Peel asked if changing the language as Mr. Pierce as suggested would solve the problem; Mr. O'Neill commented that it will solve his problem though he is unsure if it will solve all problems.

Mr. Pierce said if the home is owner-occupied, it will be difficult to identify someone who is renting a basement, for example. He confirmed that boarding and rooming houses are permitted in one of our downtown residential zones though Councilman Burk pointed out it requires a conditional use. He noted that a property owner cannot simply turn a single family home into a boarding house without some sort of approval.

It was agreed that Mr. Pierce would research some additional definitions of family in relation to housing codes. Mr. Pierce

said he will run it by our attorney adding that the draft amendments he presents typically mirror those from other municipalities or counties. In this case, he will look for a definition of 'directly related'.

City Manager Norenberg commented that the Delaware State Housing Authority is another good resource because they are constantly required to update their codes as a result of HUD. He did a quick search of the HUD website but only found a definition from 2009.

Mr. Pierce added we may have some additional changes pertaining to the code in relation to the additional inspections, scheduling, fees, etc. Once it is ready, it will be presented to City Council if the Committee agrees.

The City Manager confirmed that the Committee is comfortable with Mr. Pierce moving forward with the next step at the Council level; the Committee agreed that is how they wish to proceed.

Holiday Decoration Recommendations

City Manager Norenberg recalled that over a year ago, Council agreed that some of the holiday decorations needed to be refreshed. There was money allocated last year though the project did not move forward. That same money was reallocated for decoration this year. He has recently asked Public Works Director Mark Whitfield to work with the Parks and Recreation Director to inventory what is currently being used.

Public Works Director Whitfield was present and reported that neither he nor Mr. Norenberg were in Milford during the holidays last year and have no idea of what needed to be replaced. He has looked at the existing stock and found that most of the fifteen figures that are being used are 20 plus years old. He and the Electric Superintendent assessed the inventory and both agree that the Seasons Greeting banners need to be discarded.

About half of the figures can still be used though the others need to be replaced.

Mr. Whitfield found a company that sold the same figurines but to replace all fifteen would take the entire budget. Other options are to switch out lights on the various trees and to add LED fixtures.

He and the City Manager also have found that the 'Welcome to Milford' banners are becoming faded and need to be replaced. He is aware that DMI is considering a banner program and as a bridge to that, the City might want to consider holiday banners that could be placed on the poles and would mimic those that are put up in the park areas.

The Public Works Director stated they are also considering lighting two additional trees at City Hall. He is recommending placing LED candles in the windows of all the City-owned buildings. Adding wreaths to City buildings and some of the downtown fixtures is another low cost.

Mr. Whitfield then asked for recommendation on the following options:

1. Replacing all tree lights using LED lighting (\$2000)
2. Installation of approximately 40 holiday banners, in lieu of Welcome to Milford banners (\$4000)
https://www.sierradisplay.com/sb_dynamic.asp?var=holidays&page=5
3. Completing two additional trees at both City Hall and the police station (\$1500)
4. Adding window LED window candles to City Hall, finance, and police station windows (\$400)
5. Adding additional wreaths to street light poles downtown
6. Adding wreathes to police station, finance, customer service, and City Hall doors (\$300).

	Option A	Option B	Option C
White LED Lighting for Trees	\$ 2,000	\$ 2,000	\$ 2,000
Banners	\$ 4,000	\$ 4,000	\$ 4,000
Two additional Lit Trees	\$ 1,500		
LED Window Candles	\$ 400		
Wreaths on City Buildings	\$ 300		
Wreaths for Downtown Streets	\$ 3,500	\$ 3,500	
1 - 2 new figures	\$ 3,300		
2 - 4 new figures		\$ 5,500	
4 - 6 new figures			\$ 9,000
	<hr/>	<hr/>	<hr/>
	\$ 15,000	\$ 15,000	\$ 15,000

Chairwoman Peel agreed the Season Greeting banners are very dated. She likes the idea of the banners, two additional lit trees as well as the lighting and wreaths throughout the downtown area.

Councilman Burk likes option A and though he encourages resurrecting any of the figurines if possible. Chairwoman Peel said her concern is that if we continue to purchase figurines, it sounds as though they require ongoing maintenance in addition to more storage room.

Both Chairwoman Peel and Councilman Burk stated they prefer option 1.

In regard to the banners, the City Manager explained that DMI is looking for a grant to replace the current banners because they are becoming tattered or have broken brackets. They planned to discuss the project at their board meeting last week though he has not had a chance to follow up on the outcome. If DMI agrees and finds a source of funding, the City would be willing to switch the holiday banners out with new banners after the first of the year. He and the Public Works Director have some ideas they will pitch to DMI which will allow the banners to be replaced on a regular basis, thus preserving them for a much longer time.

It was confirmed the \$4,000 allocated for the new holiday banners will replace those outside the Walnut Street (downtown), Front Street and riverwalk areas that are typically maintained by our parks and recreation department.

Mayor Shupe recommended making a wish list by asking for business support to do some additional decorating.

Chairwoman Peel really likes the snowflakes and asked if they have to be placed on a pole. Mr. Whitfield explained they can be mounted independently or placed on a pole.

Mr. Whitfield confirmed the figurines and banners will take about three to four weeks to receive.

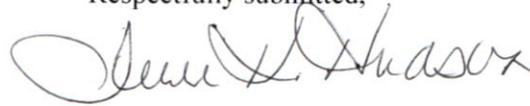
Mr. Norenberg suggests Chairwoman Peel report on the decorations tonight and get some feedback from Council on how to proceed. Otherwise, it can be reported at the next meeting and the options e-mailed to all of Council depending on their request.

Adjourn

There being no further business, Councilmember Burk moved to adjourn the Community Affairs Committee meeting, seconded by Councilmember Starling. Motion carried.

The Committee meeting was adjourned at 6:51 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with the first name "Terri" being the most prominent.

Terri K. Hudson, MMC
City Clerk/Recorder